



AIR FORCE BOARD FOR CORRECTION OF MILITARY RECORDS (AFBCMR)

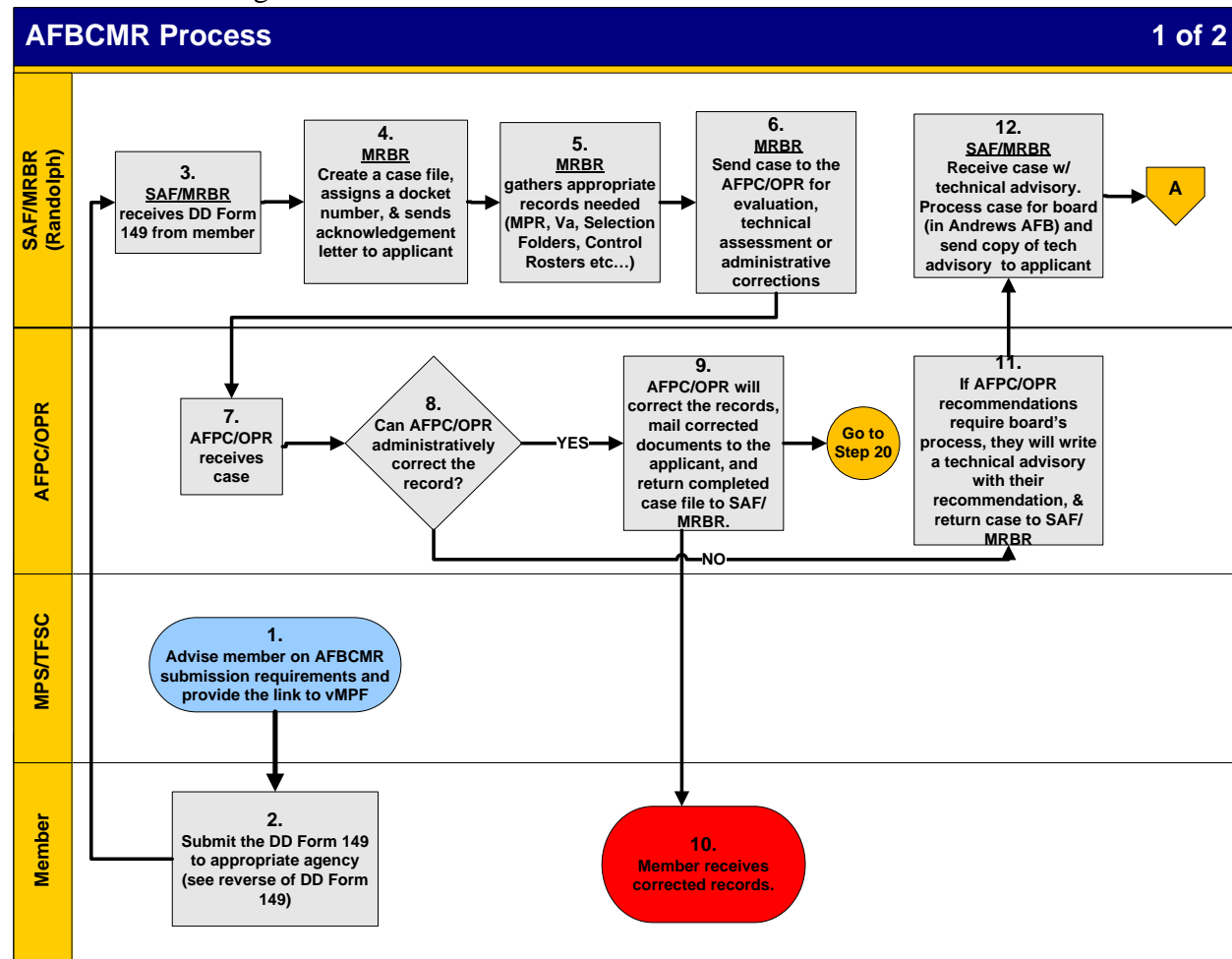
INTRODUCTION

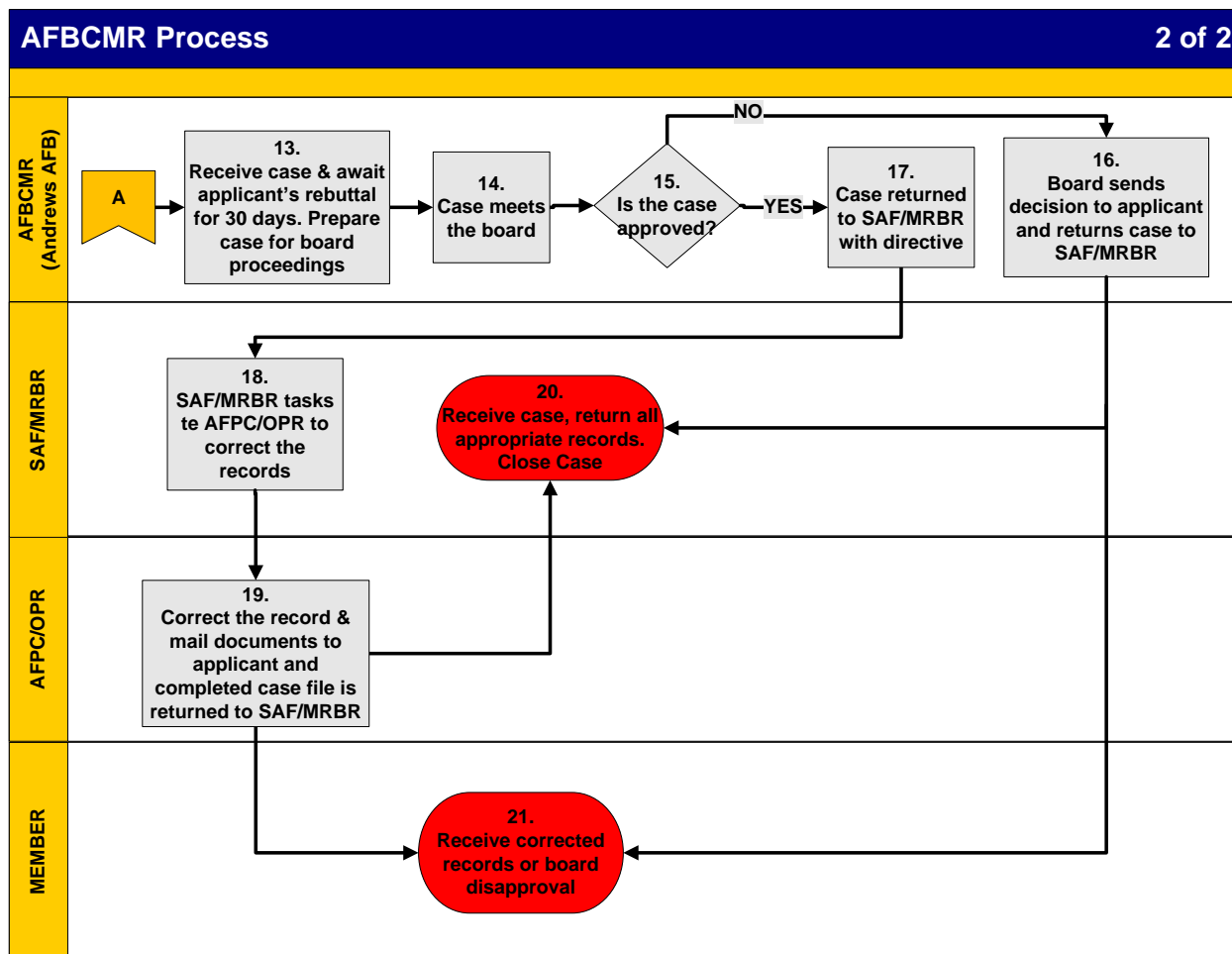
The Air Force Board for Correction of Military Records (AFBCMR) is the highest level of administrative review within the Department of the Air Force. Unless procured by fraud, a decision is final and conclusive on all officers (DoD) of the United States. Once applicable records are obtained, applications are screened to determine if they may be corrected without referral to the AFBCMR. In many situations, corrections to military records may be made administratively.

OPR: SAF/MRBR-AF Review Boards Office (Randolph AFB)

REFERENCES: [AFI 36-2603](#), *Air Force Board for Correction of Military Records*; [AFPAM 36-2607](#), *Applicant's Guide to the Air Force Board for Correction of Military Records (AFBCMR)*.

TARGET AUDIENCE: Active Duty, Air National Guard, Air Force Reserves, and Former Members of the Regular Air Force.





AFBCMR		
STEP	ACTION OWNER	NARRATIVE
1	MPS/ Total Force Service Center (TFSC)	Advise member on AFBCMR. Advise the member on submission and process requirements, and provide the member with a link to the vMPF, and/or provide the member with a hard copy of the DD Form 149 .
2	Member	Submit DD Form 149. Complete the DD Form 149, attach all applicable supporting documents, and mail the package to the address listed on the reverse of the form. Hard copy evaluation is the only form accepted by the SAF/MRBR.
3	SAF/MRBR	Receive DD Form 149. Receive the package from the member, check for accuracy and completeness. If not complete, return to the member.
4	SAF/MRBR	Build Case File. Create a case file, assign a docket number, and send acknowledgement letter to applicant.
5	SAF/MRBR	Gather Records. Gather appropriate records needed (MPR, VA, Selection Folders, Control Rosters, etc.)
6	SAF/MRBR	Send Case to AFPC/OPR. Forward the case to AFPC/OPR for

		evaluation, technical assessment, or administrative correction.
7	AFPC/OPR	<i>OPR receives case.</i> Receive and review the case. Make a determination, if approval the authority is within their control, and/or whether they support the member's request.
8	AFPC/OPR	<i>Administratively Corrects Record.</i> Can AFPC/OPR administratively correct the record? If YES, GO TO STEP 9 ; if NO, GO TO STEP 11.
9	AFPC/OPR	<i>OPR Corrects Record.</i> Correct the records, mail corrected documents to the applicant, and return completed case file to SAF/MRBR.
10	Member	<i>Receive Corrected Records.</i> Receive the corrected record.
11	AFPC/OPR	<i>OPR Recommendations Require Board Process.</i> If AFPC/OPR recommendations require a board process, the OPR writes a technical advisory with their recommendations and returns the case to SAF/MRBR.
12	SAF/MRBR	<i>Receive Case From AFPC.</i> Receive the case with technical advisory, process the case for the board (Andrews AFB, MD), and send a copy of tech advisory to applicant.
13	AFBCMR	<i>AFBCMR Receives Case.</i> Receive the case, await applicant's rebuttal for 30 days, and prepares case for board proceedings.
14	AFBCMR	<i>Case Meets Board.</i> The case meets the board.
15	AFBCMR	<i>Approval/Disapproval.</i> If case is approved, GO TO STEP 17 ; if case is disapproved, GO TO STEP 16.
16	AFBCMR	<i>Return Case to SAF/MRBR/Sends Decision.</i> Return the disapproved case to the AFBCMR, and send a decision to the applicant.
17	AFBCMR	<i>Case Returned to SAF/MRBR.</i> Approved case is returned to SAF/MRBR with directive.
18	SAF/MRBR	<i>Task AFPC/ OPR.</i> Task AFPC/OPR to correct the records.
19	AFPC/OPR	<i>AFPC/OPR Corrects Record.</i> Correct the record, and mail documents to applicant. The completed case file is returned to the SAF/MRBR.
20	SAF/MRBR	<i>Receive Case.</i> Receive case, return records, and close the case.
21	Member	<i>Receive Corrected Records or Board Decision.</i> Receive the corrected records, or the board's disapproval.

RESPONSIBILITIES:

AIR FORCE BOARD FOR CORRECTION OF MILITARY RECORDS (AFBCMR):

1. The AFBCMR is a statutory board of civilians that considers applications for correction of military records submitted by a member or former member of the Air Force, ANG, USAFR, or persons with a proper interest in the correction of another person's military record.
2. Air Force civilian executives are appointed by the SECAF to serve on the board as a collateral duty. A panel of three board members meets several times each week to decide a broad range of cases encompassing a plethora of military personnel issues. These include, but not limited to evaluation reports, discharges, promotions, and benefits and allowances.

3. The Board staff processes applications for correction of military records to the AFBCMR. This includes ensuring all the issues are identified, the issues are addressed by the appropriate Air Staff advisory office, and all pertinent records, instructions, guidance, laws, rules of evidence, and documentation are available for the Board members.
4. The staff reviews, analyzes, and develops well-reasoned, supportable findings, conclusions, recommendations and decisions based on the Board's deliberations. Because it renders the final administrative decision, the AFBCMR is known as the "Supreme Court" of the Air Force.
5. The AFBCMR Admin office receives, monitors, and controls the applicant's case for corrections to military records submitted by SAF/MRBR. The primary customers for this office are the Air Staff, AFPC, Air Reserve Personnel Center (ARPC), Veterans Affairs (VA), Defense Finance & Accounting Service-Denver Center (DFAS-DE), congressional staff, and applicants. They respond to numerous, diverse telephonic and written inquiries from applicants and provide information to the Secretary of the Air Force Legislative Liaison (SAF/LL) for response to numerous congressional and high-level inquiries. When Board actions are completed, the Admin staff finalizes the process by closing the case file.

REVIEW BOARDS SUPPORT (SAF/MRBR):

1. The Review Boards Support Office, located at Randolph AFB, Texas, serves as the intake facility for processing requests for correction of military records directed to both the AFBCMR. Processing responsibilities involve records gathering and associated liaison with the appropriate records custodians, e.g., Air Force Personnel Center, National Personnel Records Center, and the Department of Veterans Affairs. The Review Boards Support Office ensures AFBCMR applications are properly directed and appropriate administrative remedies are exhausted. Rejected applications are returned with appropriate disposition instructions.
2. Applications that cannot be closed administratively by the SAF/MRBR, but warrant favorable action involves case analysis and the development of an appropriate grant recommendation. For cases requiring formal AFBCMR deliberation, develops tasking and case processing policy for Air Staff and FOA evaluating offices. The SAF/MRBR staff provides a quality review and ensures the evaluation process is complete. This includes proper identification of the issue(s) presented, a corresponding recommendation by the appropriate Air Staff advisory office and all pertinent records, instructions, guidance, and documentation are available for the Board members.
3. To ensure due process, SAF/MRBR refers all correspondence to the applicant, or the applicant's counsel involving recommendations that do not support the requested relief in full. SAF/MRBR serves as a liaison with the Boards and Air Staff office of primary responsibility on various policy and procedural changes regarding application processing and staff advisory opinions. SAF/MRBR ensures corrective action directed by the AFBCMR is accomplished in full. They also respond to Congressional and high level inquiries involving the application process for decisions rendered by the AFBCMR.

GENERAL INFORMATION:

1. The AFBCMR bases its decision on the evidence contained in the case file, except in cases where a personal appearance is granted. This normally consists of military records, an advisory

from the OPR, statements, arguments, and documents provided by the applicant. The burden of proof of error or injustice rests with the applicant.

2. If the former member is deceased or incompetent, the surviving spouse, former spouse, next of kin, or a legal representative may apply with supporting documentation, e.g., marriage license, death certificate.

MilPDS NAVIGATION:

None

MilPDS UPDATE PROCEDURES: The AFBCMR process can direct changes in a number of processes. Refer to the updating/correcting procedures for the data element being changed.

OUTPUT PRODUCTS: Letter from the board, and/or AFPC/OPR indicating an approval or disapproval.